



CITY OF LITTLE ROCK, ARKANSAS

REQUEST FOR QUALIFICATIONS

FOR

HISTORIC PRESERVATION CONSULTANT

BID #15131

RFQ Issue Date:

3/26/15

Responses Due By:

3:00 p.m. on April 16th, 2015

GENERAL

The City of Little Rock (“CLR”) is seeking qualifications for a historic preservation consultant to conduct a preservation economic impact and planning feasibility study on selected downtown neighborhoods, to analyze each parcel and structure for best use, and to provide a report with recommendations on a neighborhood level. Consultant must collect and utilize a variety of data to evaluate neighborhood health and vitality and propose stable sustainable uses for neighborhoods at the tipping point. The consultant will train and supervise volunteers for the field study component of the project. In addition, the consultant will prepare and distribute a community input survey and present their findings in public forums.

SCOPE OF SERVICES

The Historic Preservation Consultant will be responsible for the following:

- ◆ Initial meetings with the City and Stakeholders to identify neighborhoods, discuss applicable metrics, identify data needed, etc. including, but not limited to, site visits to area.
- ◆ Data gathering onsite and offsite, including design of collection strategies for collection of and analysis of field survey data. Supervision and training of field-study volunteers.
- ◆ Provide draft of report for City markup.
- ◆ Deliver all reports in digital and printed form. Provide presentations at public hearings with PowerPoint copies provided to City.
- ◆ Provide monthly progress reports for the CLR Certified Local Government Staff.
- ◆ Provide final draft of report and data collected to City.

QUALIFICATIONS

Respondents must provide information regarding qualifications and characteristics of their firm in the following order:

- Firm / Individual. List the name, address, and phone number of the primary firm or individual submitting the qualifications. State whether or not the proposal is a joint venture. List all other consulting firms that are part of the proposal.
- Project Leader and Team. Provide an organizational chart showing key personnel by name. List the name, title, telephone number, and primary qualifications of the team leader. This person will be the

primary contact person and shall be directly involved with all phases of the project. Provide resumes of all participants.

- Reference Projects. Provide a brief synopsis for three similar projects completed, demonstrating the firm's capability of performing a preservation economic impact and planning feasibility study. Include the location of the job, name of the client, contact person, and phone numbers.
- Work Plan. Provide a detailed work plan, describing the approach to be taken in preparing the preservation economic impact and planning feasibility study and identifying any major concerns.
- Schedule. Provide a detailed schedule of the work to be performed.
- Additional Information. Up to three selections of support materials may be included, such as reviews, news articles and other related information which you feel supports your firm's qualification for this project. These materials shall be bound and contained within the prospectus.
- The successful firm(s) must be authorized to conduct business in Arkansas prior to entering a consultant contract with the City.

All of the responses to the above criteria and qualifications shall address the following as stated in the Professional Qualification Standards as outlined in 36 CFR Part 61, National Park Service Secretary of the Interior Standards:

- Familiarity with the origins and development of the historic preservation movement.
- Knowledge of the field of historic preservation as it is practiced in the United States, including its philosophies, theories, practices, laws, regulations, policies, and standards, and relationship to the discipline as a whole.
- Ability to apply Federal and relevant State and local historic preservation laws, regulations, policies, and standards in the public and private sectors, including Federal, State, and local government agencies, and private organizations.
- Ability to apply the appropriate set(s) of the "Secretary of the Interior's Standards for Archeology and Historic Preservation," and/or the National Register of Historic Places criteria.

EVALUATION CRITERIA

The applicant shall:

- Demonstrate overall capacity for handling a project of similar type and complexity.

- Provide credentials and experience of the professional(s) assigned to manage and conduct the preservation economic impact and planning feasibility study.
- Discuss philosophy and overall approach to the proposed work.
- Firm's proposed time frame and ability to complete the preservation economic impact and planning feasibility study within the proposed time frame

In order to properly evaluate the experience of the project team being proposed for this work, please show the involvement of each team member in projects that are presented as "similar types of work" or as representative of the types of work the firm is involved in. Any projects listed in this proposal that are intended to show the firm's experience in the type work contemplated and that do not show the involvement of proposed project team members will not be considered by CLR as relevant to this proposal.

SUBMISSIONS

To be considered, one copy of the prospectus must be received by the City of Little Rock Purchasing Department no later than 3:00 p.m. on **April, 16th, 2015** at the following address:

Mr. Abdoul Kabaou
Purchasing Manager
City of Little Rock
500 West Markham, Room 300
Little Rock, Arkansas 72201

The copy of the qualifications should be packaged in such a manner that the sealed, opaque envelope clearly reflects the project name ("HISTORIC PRESERVATION CONSULTANT"), the bid number (see upper right corner of this RFQ), and the applicant's name and address. All submitted materials become the property of the City of Little Rock and will not be returned. **Do not include fees with this submittal; to do so will disqualify your bid.**

The City of Little Rock reserves the right to reject any and all applications.

ELIGIBILITY

This position is open to all qualified historic preservation consultants regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical disability.

NOTICE

IF YOU ARE OBTAINING THIS BID FROM OUR WEBSITE, PLEASE BE REMINDED THAT ADDENDUMS MAY OCCUR. IT IS THEREFORE ADVISABLE THAT YOU REVIEW OUR LISTINGS FOR ATTACHMENTS INCLUDING ANY CHANGES TO THE BID.

The City of Little Rock selects its board and commission members through a process that utilizes an executive session. Under Arkansas law, this fact deems a volunteer an employee for a limited purpose. The City cannot contract with an employee, and cannot contract with a corporation with an employee in an executive or managerial position who also serves as a volunteer on a City board or commission unless it first passes an ordinance to approve the contract. Is any person involved with this Bid an employee of the City, or a volunteer board or commission member who also holds an executive or managerial position with the Bidder? If the answer is “yes,” please identify the person(s) and the nature of the relationship. THIS DOES NOT MEAN that the Bidder is disqualified; but, the apparent successful Bidder will not be selected if the Board of Directors fails to pass an ordinance to authorize the contract, regardless of the amount.

Reserved Rights

The City reserve the right to reject any and all bids and to waive non-material variances from bid specifications. The City reserves the right, at its sole discretion, to pursue any and all actions it deems in the City’s best interest regarding this Request for Proposals.

Small Business, Minority Business, and Woman-Owned Business Enterprises

The City of Little Rock encourages participation of small, minority, and woman-owned business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority and woman-owned businesses to partner with them.

Non-Proprietary Intent of Specifications

Any reference to a particular manufacturer, brand, model, drawing etc. is to assist in establishing a product acceptability level for the City. It is not to establish a proprietary bid to limit bidders from competition for the bid. The City will have the privilege to evaluate alternate proposals for value, safety and quality offered. If in the opinion of the City an alternate to any brand specified meets the basic design with no material exception as judged by the City, the City then reserves the right to accept the alternative. Note: When bidding an alternate the brand and model must be listed on the bid.

SELECTION PROCESS

A selection committee will review all applicable submissions and select applicants to be interviewed and recommended in accordance with the provisions of Little Rock Ordinance No. 15,221 for competitive selection of professional services providers.

Committee members will evaluate each proposal according to the qualifications and criteria noted above and will record their scores on a selection-rating sheet (see attached sample sheet). After scoring and ranking all proposals, the committee may elect to conduct interviews with the top ranked applicants in order to make its final selection.

Following a final committee ranking of proposals, contract and fee negotiation will begin with the top ranked firm. If negotiation of a fee, schedule or contract is not successful within the limits set by the selection committee, other applicants will be contacted in order of their proposal ranking to secure a contract. **Do not include fees with this submittal; to do so will disqualify your bid.**

Little Rock Planning and Development

HISTORIC PRESERVATION CONSULTANT

March 2015

Rank ___ of ___

**Selection Rating for
Historic Preservation Consultant Services**

Name of firm submitting prospectus:

<u>Criteria</u>	<u>Weight</u>	<u>Score</u> 1 low – 10 high	<u>Weighted Score</u>
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Experience _____	30%	_____	
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Demonstrate overall firm's capability for handling a project of similar type and complexity

Team _____	25%	_____	
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Provide credentials and experience of professionals assigned to manage and conduct nomination

Approach _____	25%	_____	
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Discuss philosophy and overall approach to the proposed work

Schedule	20%	_____	_____
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Firm's proposed time frame and ability to complete the preservation economic impact and planning feasibility study within the proposed time frame.

Total	100%	_____	10.0 max
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Score each criterion using a 10.0 to the top firm of your choice. Other firms should then be scored 0.0 to 9.9 relative to top firm.